



CURRICULUM PRACTICAL TRAINING INFORMATION FOR STUDENTS

For CPT, an F-1 student needs to provide the International Education office with two documents:

1. A letter from the internship site supervisor, on company letterhead, which contains the following information:
 - a) Your job title and description of work you will be doing
 - b) Start and end date of internship
 - c) Whether it is part-time or full-time work
 - d) Paid or unpaid
 - e) Physical location of where you will be doing the work
 - f) Name, address and telephone # of your supervisor
2. CPT Request Form completed by student, signed by academic advisor and Registrar.

WHAT IS CPT?

- Definition of CPT (curricular practical training program) is "an integral part of an established curriculum" that "directly related to the student's major area of study." CPT is defined as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." In practical terms, 'integral part of an established curriculum' means an opportunity must be **required by the curriculum or, if not required, the student must receive credit for the training.**
- CPT should not be looked at simply as a form of "work authorization." SEVP states that "Compensation is not a consideration when determining whether an opportunity qualifies as CPT." In fact, SEVP has counseled that if a training opportunity meets the definition of curricular practical training, CPT should be given regardless of whether the student will be paid.
- Student must have been lawfully enrolled on a full-time basis at a DHS-approved school for one full academic year before being eligible for CPT.

- Students may engage in CPT only for the specific employer, location and time period approved and recorded by the DSO in SEVIS.
- CPT may be granted by DSO in increments of no more than one year, or until expected date of employment completion.
- Internship must be an integral part of an established curriculum, in the student's course of study.
- Students must have an offer of employment from an employer offering work that qualifies as curricular practical training.
- Students must receive written authorization from DSO, who records authorization in SEVIS and issues SEVIS I-20 with notation, **before work begins**.
- Students must continue to maintain a full course of study in F-1 status during the period of employment.
- If authorized for a cumulative total of 12 months or more of **full-time** CPT, students are no longer eligible for any OPT. Part-time CPT has no impact on OPT eligibility.